

ILLINOIS.gov How to create a State of Illinois Public Account for ePASS

1. From an Internet browser, access: <http://paystub.illinois.gov>. The “State of Illinois Public Account Portal” will appear on screen. *(image shown right)*
2. Click on “Don’t have an Illinois Public Account?” button. The “Create a New Account” portal webpage will appear on screen. *(image shown right)*
3. Input your “**First Name**”
4. Input your “**Last Name**”
5. Input your “**Email Address**” (*business or personal email accepted*)
6. Input and “**Confirm Email Address**”
7. Input/create your “**Username**” in accordance with the criteria below:



Username Criteria

- Must be between 6 and 20 characters in length
 - May contain letters, numbers and periods
 - Should not start or end with a period
8. Input/Create a password in accordance with the State of Illinois Password Complexity Requirements listed below:

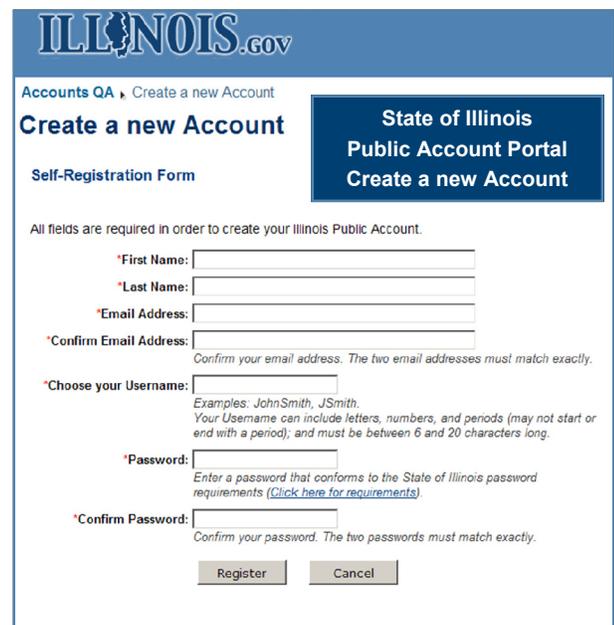
Password Criteria

(ensure caps lock is deactivated, passwords are case sensitive)

- Minimum password length is 8 characters
- Password may not contain your Public Login Account, First Name, or Last Name
- Password cannot have been previously used
- Password must contain characters from three of the following categories:
 - English UPPERCASE characters (e.g. A through Z)
 - English lowercase characters (e.g. a through z)
 - Base 10 numbers (e.g. 0 through 9)
 - Non-alphabetic characters (e.g. !, @, #, \$, &)

Tips for Strong Passwords

- Passwords are case sensitive, use a combination of uppercase and lowercase letters
 - Use a mixture of letters, numbers, and special characters (e.g. P@\$\$WORD)
 - Use supported non-alphabetic characters (e.g. !, @, #, \$, &)
 - For a strong and easy to remember password, create a personal acronym
 - Use a different password than your other online accounts
9. Input “**Password**”
 10. Input and “**Confirm Password**”
 11. Click on the “**Register Button**”



Tips for Strong
P@\$\$WORDS

A **Confirmation Email** will be sent to your Email Address that you provided during the Illinois Public Account registration process. To complete the registration process, you will need to confirm your account by clicking on the link in the email. If you do not receive the confirmation email, check your Spam and Bulk Mail folders. It’s possible that the email confirmation was tagged as spam by your email spam and bulk mail filter.

NOTE: The State of Illinois Public Domain includes a self service password reset solution which allows employees the capability to reset their account password remotely if ever forgotten. Passwords for State of Illinois Public Accounts will expire every 364 days. If you forget your Public Account or Password, link to the State of Illinois **Public Domain**, click on the **Can’t Access Your Account?** and follow the instructions on screen.

The Electronic Pay Stub System (ePASS) provides employees secure access to current and past pay stub information with 24/7 availability. Employees can view pay stub information from any computer, smart phone or mobile device that connects to the Internet. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation. [Follow the instructions](#) outlined below to login and register for ePASS. The process takes just a minute, and you will have instant, secure on-line access to your pay stubs.

To access your pay stub information:

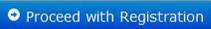
1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Input your “**Illinois Public Account**”.
3. Input your “**Illinois Public Account Password**”.
4. “**Remember Me**” check box.

If using a private computer, this option retains your user Account for future ePASS access.

This option is **NOT RECOMMENDED** if you use a public workstation that is shared by multiple users.

6. Click the  button to access ePASS.
7. Complete the one-time “**State of Illinois Employee eRegistration**” when prompted. You will only need to complete this step the first time you access the system. *(image shown right)*

[State of Illinois eRegistration](#)

8. Input your “**Email Address**”.
(business or personal email accepted)
9. Input and “**Confirm Email Address**”.
10. **Optional Field** - From menu select a “**Prefix**”.
11. Input your “**First Name**”.
12. **Optional Field** - Input your “**Middle Name**”.
13. Input your “**Last Name**”.
14. **Optional Field** - From menu select “**Suffix**”.
15. Input your primary “**Phone Number**”.
(mobile, home, or work are acceptable)
16. Input your “**Birthdate**”. *(mm/dd/yyyy)*
17. Input/create a four-digit **Personal Identification Number “PIN”**. *(the PIN protects your privacy and prevents unauthorized access to your account)*
18. Input and “**Confirm PIN**”
19. Input your “**Social Security Number**” or “**Employee ID**”.
(if you do not know your Employee ID, contact your agency appointed Payroll Administrator)
20. Click on the  button and the eRegistration page will appear on screen requesting verification of your personal information.
21. Click on  and your individual pay stub information will appear on screen just as it does in paper format today.

How to log off from ePASS:

1. Click on the “**Log Off**” menu selection located on the right hand side of the top navigation menu.
2. Click on the “**Close Window Button**” to close the browser window.

Forgetting to log off poses a security risk with any computer that is accessible to other people and could potentially leave your State of Illinois Public Account open to abuse. To avoid misuse by others, remember to log off of or lock your computer whenever you leave it.